Specifications for Electronic Document Submittal Inactive Hazardous Sites Branch Rev. 26 April 2012

Correspondence and documents submitted to the Inactive Hazardous Sites Branch are stored electronically and made available for viewing and/or download by the public. It is critical that electronic documents be submitted to the Branch using the following procedures:

- Separate large documents (or combine small sections of documents) into as <u>few</u> 20 megabyte segments/files as possible.
- If more than one electronic file is being transmitted and the collective volume of all the electronic files is >20 MB, submit the document on CD. Otherwise documents can be sent via e-mail.
- Include document(s) for one project site only with each e-mail or on a CD unless otherwise directed by Branch staff.
- A signed cover letter/transmittal sheet should accompany the CD and include the Branch Site name, Branch Site ID number, document name, and date of document. The CD should also be labeled with the same information in case they become detached from the cover letter/transmittal sheet during delivery.
- For proper file documentation, a copy of the signed cover letter/transmittal sheet must be included behind the cover page within the electronic document. NOTE: DOCUMENTS SUBMITTED FOR THE REC PROGRAM MUST ALSO INCLUDE APPROPRIATE SIGNED & NOTARIZED CERTIFICATION FORMS WITHIN THE ELECTRONIC DOCUMENT.
- All documents must be in PDF format unless otherwise specified by the Branch.
- Do not include portfolio formats, password protections and/or encryptions in the electronic files.
- All scanned documents must be scanned at a minimum 300 dpi.
- All PDF files should have Optical Characteristic Recognition (OCR) applied.
- For quality control, please check the document to make sure it complies with the above procedures.

It is important that any special situations or deviations from these procedures be discussed with appropriate Branch staff **prior** to submittal.